

**CRIMINAL BACKGROUND CHECKS
INSTRUCTIONS FOR APPLICANTS
EFFECTIVE JUNE 1, 2006**

1. Effective June 1, 2006 applicants for **initial** licensure in Tennessee (not renewal or reinstatement) **must** obtain a criminal background check.
2. Applicants may make their appointment online at: **IISfingerprint.com**.
 - First screen--Select a scheduling system. **Click on Tennessee.**
 - Second screen--**Choose** registration in **English or Spanish.**
 - Third screen--fingerprint reason. Click on the pop-up menu and scroll down. **Select "Bureau of Health and Licensure (TN920390Z)."**
 - Fourth screen--**Enter zip code. Select a location. Click on location selected.**
 - Follow instructions to **register for an appointment. Click on submit.**
3. Applicants who do not have Internet access may make an appointment for the fingerprint scanning by calling **Identix toll free at (866) 226-2937**. Identix will ask for:
4.
 - **The Originating Response Indicator [ORI] Number (TN920390Z) or**
 - **The fingerprint reason (Bureau of Health and Licensure) or**
 - **Both the ORI and fingerprint reason**
5. **Applicants who do not live in Tennessee and are not visiting Tennessee prior to licensure may contact the Department of Health's administrative office toll free at (800) 778-4123. Ask to speak to someone in the appropriate board and request a fingerprint card and instructions for processing.**
6. Applicants who have not recently obtained a criminal background check must contact **Identix** Identification Services to make an appointment for the scanning of his/her fingerprints. **The fee is \$56.00 and is paid directly to Identix.**
7. If both a nationwide and statewide criminal background check has been conducted within the past six months, the Applicant may have it submitted directly from the criminal background check provider to the Board's administrative office for consideration of fulfillment of this requirement:

8.

Tennessee Department of Health
Division of Health Related Boards
First Floor, Cordell Hull Building
425 Fifth Avenue North
Nashville, TN 37247-1010

The Board shall determine if this criminal background check is equivalent to the criminal background checks provided by Tennessee's approved vendor. If the Board determines it is not equivalent and therefore not acceptable, an Identix background check will be required before the licensure application can be processed.